

November 8, 2011



Tullahoma Municipal Airport Authority

807 William Northern Boulevard

P.O. Box 1581

Tullahoma, TN 37388

**Meeting Attendance
November 8, 2011**

Members Present

<input checked="" type="checkbox"/>	John Miller, Chairman
<input checked="" type="checkbox"/>	Sharon Tinkler
<input checked="" type="checkbox"/>	Dennis Hyde
<input type="checkbox"/>	Jim Apple
<input checked="" type="checkbox"/>	Karla Smith
<input checked="" type="checkbox"/>	Sam Crimm
<input checked="" type="checkbox"/>	Steve Worsham

Other Officials Present

<input checked="" type="checkbox"/>	Jon Glass, Airport Manager
<input type="checkbox"/>	Alderman Mike Norris
<input type="checkbox"/>	Wayne Thomas, Tullahoma News

Visitors

Chuck Armstrong (Public Comments), Jim Miller (New Business).

Note: Where motions are noted as being approved, they were unanimously approved by all Board members present unless otherwise noted.

**Meeting Minutes
November 8, 2011**

- 1. Meeting called to order at 5:05 pm.**
- 2. Minutes for the September 28, 2011, special called meeting, and October 11, 2011 meeting were approved.** In agenda item #8 for the September 28 meeting the word "waive" was changed to discount.
- 3. Public Comments** – Chuck Armstrong presented a drawing of a proposed business sign to be placed on the western exterior wall of hangar North Taxiway 210. **A motion was**

made and approved to allow Mr. Armstrong to install the sign on his hangar. Mr. Armstrong also withdrew his proposal to lease the North hangar but wanted to explore possibilities to lease a new hangar to be built with TAA or City of Tullahoma funding. This item will be placed on the agenda for the December 2011 Board meeting.

- 4. Treasurer's Report** – Karla Smith presented the Treasurer's report with updates on the financial statements, cash flow report and terminal building account status. She will meet with Sue Wilson and Jody Baltz to discuss budget issues on November 9, 2011.

5. Jon Glass presented his Airport Manager Report:

CURRENT PROJECTS

Terminal Building – No problems or issues for October 2011. The irrigation system has been turned off for the winter.

36 and 24 Threshold Markings – A project request to correct the markings in the amount of \$42,759 with 90/10 funding was submitted to TAD. Steve Upshaw later advised that the markings can be corrected in Spring of 2012 at no cost to us as Middle TN Airports will be painted and marked as a part of their regular program.

CIP Plan – Jon Glass attended the 10/20/11 CIP meeting and submitted our plan to TAD.

Momentum Foundation Ramp Expansion Project – Jon Glass has requested the contract from TAD for this approved project.

Runway 6/24 Approach Lighting – Jon Glass has requested the contract from TAD for this approved project.

NW Airfield Utility Project – Chairman Miller provided a short update reporting that the City selected Littlejohn Engineering for project design, bid and construction oversight.

Airfield Signage/Lighting Inventory – Still waiting for PDC to get the electrical engineer here to complete the work.

Maintenance Contract Reimbursement – Jon Glass submitted a reimbursement to TAD for \$6,000 from 7/1/11 to 10/31/11.

Taxiway Drainage Repair – Broom Construction began work on the project 10/31/11.

Wal-Mart Retaining Ponds – Geese have been present around the Airport for the past month. The deer will become more active and monitored.

Ramp Repair – The grant amount is \$500,000 with 90/10 funding. Local share funding will come from TAD refund on previous projects. As of 8/5/11, we have received \$17,000 in refunds on previous projects with another \$17,220.85 still owed to us.

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Project Payments – Three payments for \$8,257, \$2,250 and \$11,200 to PDC should arrive in our account from TAD during the week of 11/7/11. **A motion was made and approved** to make the payments to PDC when they arrive from TAD.

FUEL SALES

A copy of the fuel spreadsheet was provided for Board member review. A total of 15,677.15 gallons was sold during the month of October including 6,265 gallons during the Beechcraft Convention:

Jet A – 4,768.1

AVGAS Full Serve – 3,755.6

AVGAS Self Serve – 7,153.45

Markup on the fuel totaled \$8,791.94 and labor costs for the month totaled \$2,510.00 for a gross profit of \$6,281.94. Jimmy Chapman became a full-time employee on October 10th. We are current with all reimbursements to the City for fuel invoices which means we have one invoice outstanding for AVGAS and one for Jet A, but we have not yet sold all fuel from the purchases. Our current prices are Full Serve AVGAS - \$4.99, Self-Serve AVGAS - \$4.79 and Jet A - \$5.09. The City has been reimbursed for all labor costs from 7/20/11 to 9/23/11. Fuel filters for both tanks have been ordered but are on backorder. Jon Glass attended the Eastern Aviation fuel quality control class 11/2/11 and 11/3/11.

AIRPORT TRAFFIC

DATE	FUEL SOLD (gallons)	TRANSIENT AIRCRAFT	JET OR TURBOPROP
October 2010	11,958.5		
October 2009	11,814.8	124	28
October 2008	15,672.1	226	23
October 2007	20,547.5	159	31

OCTOBER 2011 OPERATIONS

Single Engine Based	1,540
Multi Engine Based	30
Jet or Tuboprop Based	124
Single Engine Transient	466
Multi Engine Transient	126
Jet or Turboprop Transient	42
Military	40
Total	2,368 or 79 operations per day

MAINTENANCE/NAVAID PROBLEMS

SDF – Don Hall is still waiting on parts for the SDF, NDB and REILS for 24.

NDB – The NDB is out of service.

VOR – No problems or outages for October 2011

AWOS – No problems or outages for October 2011.

Veeder Root Fuel System – Working properly.

RUNWAY AND TAXIWAY LIGHTS – No problems or outages for October 2011.

REILS AND PAPI – The REIL's for 24 are out of service. All other REIL's and PAPI's working properly.

HANGAR RENT/INSURANCE

HANGAR RENT – The new hangar rent total due for 2011 is \$42,844.44 (Vandy LF not included) including CPI increases. As of 11/4/11, \$38,459.49 has been collected for 2011. Bill Stuart and Momentum Foundation signed their new lease agreements.

OVERDUE RENT – Byrd Raby is verifying his payments with Pat Williams and Alan Davis is 3 months behind. All other leases are current.

EXPIRED INSURANCE CERTIFICATE – Jon Glass will call the people that need to submit updated insurance certificates.

OTHER

AIRPORT MARKETING/PRESENTATIONS – None for October 2011.

SUGGESTION BOX – No suggestions or comments for October 2011

6. Old Business:

- A. **City Loan for AVGAS Trailer** – Action was deferred on this item until funding becomes available.

7. New Business:

- A. **New Lease – John Miller to Jim Miller** – Jim Miller reported that he purchased hangar South Taxiway 101 from John Miller and requested permission to enter into a new lease agreement. **A motion was made and approved** to enter into a new lease agreement with Jim Miller that will include the annual CPI adjustment. **A motion was made and approved** to allow John Miller and Chris Rounds to install awnings over the personnel access doors on their hangars.
- B. **Bulk Jet Fuel Discounts** – Jon Glass presented a draft discount program for jet fuel. **A motion was made and approved** for the following discount program for locally based and transient JetA fuel customers (no discount on AVGAS purchases):

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1. A 10 cent per gallon discount for purchase of 200 through 499 gallons: 20 cents for 500 through 999 gallons: 30 cents for 1,000 through 1,499 gallons; and 40 cents for 1,500 gallons and above.
2. For locally based Jet A fuel customers, the previous calendar month's Jet A gallons purchased will count towards their potential discount that will be in effect for the following calendar month; AVGAS purchases by these customers will be included in computing the total fuel purchased for the month.
3. Jon Glass and Jimmy Chapman are authorized to offer 10 cents per gallon discounts to Jet A fuel customers that do not purchase the 200 gallon minimum, but who do "top off" their fuel tanks.

C. Holiday Schedule – A motion was made and approved for the Terminal to be closed on Thanksgiving day, Christmas day and New Years day. One employee will be "on-call" on each of those days. Winter-time hours of operation will be 8:00am to 5:30pm, with the manager having the option to close early on inclement-weather days (Chairman or Vice Chairman notification required).

D. CPI Adjustment 2012 – A motion was made and approved to apply a 3.74% CPI increase to applicable leases effective January 1, 2012. Karla Smith suggested that a budget work session should be held prior to the January regular board meeting. **A motion was made and approved** to hold the work session beginning at 3pm on January 10, 2012.

8. Alderman Norris Comments – Alderman Norris was absent.

9. Meeting adjourned at 6:08 pm.

Submitted on 11/17/11

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting